

MINUTES of the MEETING of the FINANCE & GENERAL PURPOSES COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 6 MARCH 2025 at 7.00PM

PRESENT: Councillor Lesley Howes – Chairman
Councillor Lorna Cross – Vice-Chairman
Councillor Emma Ben-Moussa
Councillor Ann Duke – (ex-officio)
Councillor Peter Harris
Councillor Dawn Johnston
Councillor Richard Lees
Councillor Graham Taylor

ALSO PRESENT: Graham Blew – Town Clerk
Martin Harding – Assistant Town Clerk / RFO

ABSENT: There were none

414/24-25. ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.

The Chairman explained the arrangements and constraints relating to the filming or recording of the meeting.

415/24-25. APOLOGIES FOR ABSENCE.

An apology for absence was submitted by Councillor Hazel Stephens, due to other commitments.

Recommended: That the reason for absence, for the Councillor listed, be formally accepted, and approved.

416/24-25. SUBSTITUTES.

There were none.

417/24-25. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

There were none.

As per Standing Order 34 c) the Chairman adjourned the meeting at this point to allow members of the public to address the meeting in relation to the business being transacted at the meeting.

418/24-25. TO RECEIVE ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES.

There were none.

419/24-25. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 9 JANUARY

Recommended: That the Minutes of the meeting held on 9 January 2025 be confirmed and signed as a true record.

420/24-25. MONTHLY BANK RECONCILIATIONS.

In accordance with Financial Regulation 2.2 a member of the council other than the Town Mayor or a cheque signatory is required to be appointed to verify the bank reconciliations produced by the RFO for all the council's accounts on a regular basis, Councillor Dawn Johnston was appointed (minute 30/24-25).

Recommended: That the bank reconciliations for January 2025 be noted.

421/24-25. BANK TRANSFERS.

In accordance with Financial Regulation 5.5 (c) Members were provided with a list of bank transfers undertaken from January 2025

Recommended: That the bank transfers undertaken for January 2025 be approved.

422/24-25. TO RECEIVE FINANCE STATEMENTS AND PASS ACCOUNTS FOR PAYMENT.

In accordance with Financial Regulation 5.5 (a) Members were provided with details of all receipts and payments for authorisation for January 2025

Recommended: That the receipts and payments for January 2025, as per the annexed list, be approved.

423/24-25. SUMMARY OF ACCOUNTS.

Members were provided with details of the Flex-Budget Report balanced to 31 January 2025.

Recommended: That the summary of accounts to 31 January 2025 be noted.

TOWN CLERK & RESPONSIBLE FINANCIAL OFFICER'S (RFO) REPORT.

424/24-25. BUDGET STATEMENT 2024 - 2025

Further to minute 412/22-23 Members were asked to agree the draft Budget Statement 2024 – 2025 which will be produced digitally, in the same way as in 2023 - 2024, with hard copies made available to members for distribution and placed at the Community Café and at Swanscombe Surgery.

Members agreed to include the percentage that its part of the Council Tax has been increased for 2025 – 2026 on the second page of the statement.

RESOLVED:

That the draft Budget Statement 2024 – 2025, subject to the amendment as detailed, be agreed.

There being no further business, the Meeting closed at 7.10pm.

Signed: _____ Date: _____
(Chairman)